



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
WASHINGTON 25, D. C.

IN REPLY REFER TO

MAY 16 1960

From: Chief of Naval Personnel  
To: All Ships and Stations

Subj: Change No. 15 to Manual of Qualifications for Advancement  
in Rating, NAVPERS 18068 (Revised)

Encl: (1) Subject change

1. Enclosure (1) incorporates revised qualifications for certain ratings, based on recommendations of the fleet and technical bureaus, results of research studies conducted by the Chief of Naval Personnel, and approved recommendations of the Permanent Board for Review of the Enlisted Rating Structure.

2. Major items of interest in this change are:

a. Qualifications for advancement for the new general rating of Postal Clerk (PC).

b. Revised qualifications for advancement for the following general ratings, and their associated service ratings where applicable:

Yeoman	(YN)
Personnel Man	(PN)
Lithographer	(LI)
Aviation Machinist's Mate	(AD)
Aviation Fire Control Technician	(AQ)
Aviation Boatswain's Mate	(AB)
Aviation Electrician's Mate	(AE)
Aviation Structural Mechanic	(AM)
Tradesman	(TD)
Dental Technician	(DT)

c. Effective dates for advancement examinations for ratings affected are set forth on page iv-f.

3. Enclosure (1) is to be inserted, or to replace corresponding pages, in the manual. Make appropriate note on page iv of the manual to indicate inclusion of this change, and include this letter as pages iv-a and iv-b.

iv-a  
Ch. No. 15

4. It is essential that qualifications for advancement in rating contained in this manual reflect technical, operational, and procedural developments which occur in the Navy. Individual commands, therefore, should review qualifications for advancement in rating on a continuing basis. As qualifications become obsolete, or as developments become fleetwide and require inclusion in the manual, the Chief of Naval Personnel (Pers-15) should be advised. Comments or recommendations are invited for the improvement of content, format, or any other aspect of the manual. Recommendations for changes to the qualifications for advancement in rating or for changes to the enlisted rating structure should be submitted in accordance with the guidelines set forth on page xii.



ALMON E. LOOMIS  
Deputy Chief of Naval Personnel

## Summary of Substantive Changes Included in Change No. 15

1. The following general service ratings have been revised and written in terms of the revised structure and subject matter area format:

### GROUP V - ADMINISTRATIVE AND CLERICAL

Yeomen (YN)  
Personnel Men (PN)

### GROUP VI - MISCELLANEOUS

Lithographers (LI)•

### GROUP IX - AVIATION

Aviation Machinist's Mates (AD)  
Aviation Fire Control Technicians (AQ)  
Aviation Boatswain's Mates (AB)  
Aviation Electrician's Mates (AE)  
Trademen (TD)

2. The following emergency service ratings have been disestablished, and their general service ratings have been redesignated general ratings at all pay grades:

### GROUP V - ADMINISTRATIVE AND CLERICAL

Yeomen (Stenographers) - YNS  
Yeomen (Typists) - YNT  
Yeomen (Mailmen) - YNM  
Personnel Men (Classification Interviewers) - PNI  
Personnel Men (Training Assistants) - PNT  
Personnel Men (Personnel Records Clerks) - PNA

### GROUP VI - MISCELLANEOUS

Lithographers (Pressmen) - LIP  
Lithographers (Cameramen and Platemakers) - LIT

### GROUP IX - AVIATION

Aviation Electrician's Mates (Electricians) - AEM  
Aviation Electrician's Mates (Instrument Repairmen) - AEI  
Trademen (Repairmen) - TDR  
Trademen (Instructors) - TDI

3. Postal Clerk (PC) - Qualifications were developed for this new general rating which has been added to Group V - Administrative and Clerical.
4. Shipfitter (SF) - Reference to the fire and rescue party has been deleted and page references have been corrected.

5. Aviation Machinist's Mates (AD) - This general service rating has been disestablished at all pay grades and a general rating of Aviation Machinist's Mate (AD) has been established at pay grades E-8 and E-9. The emergency service ratings of ADP (Propeller Mechanics), ADR (Reciprocating Engine Mechanics), and ADJ (Turbojet Engine Mechanics) have been disestablished at all pay grades. The exclusive emergency service rating of Aircraft Carburetor Mechanic (ESA) has been disestablished at all pay grades. Two service ratings were established at pay grades E-4 through E-7: ADJ (Jet Engine Mechanic) and ADR (Reciprocating Engine Mechanic).
6. Aviation Fire Control Technicians (AQ) - This general service rating has been disestablished at all pay grades and a general rating of Aviation Fire Control Technician (AQ) has been established at pay grades E-5 through E-9. The emergency service ratings of AQF (Aircraft Armament Control Systems) and AQB (Bomb Director) have been disestablished at all pay grades. Two service ratings were established at pay grade E-4: AQF (Fire Control) and AQB (Bomb Director).
7. Aviation Boatswain's Mates (AB) - This general service rating has been redesignated a general rating at pay grades E-8 and E-9. The general service rating has been disestablished at pay grades E-4 through E-7. The emergency service ratings of ABU (Utility), ABG (Gasoline Handlers), and ABA (Airship Riggers) have been disestablished at all pay grades. Three service ratings were established at pay grades E-4 through E-7: ABH (Aircraft Handling), ABF (Fuels), and ABE (Launching and Recovery Equipment).
8. Aviation Structural Mechanic (AM) - This general rating was disestablished at pay grades E-6 and E-7 and the service ratings of AME (Safety Equipment), AMH (Hydraulics), and AMS (Structures) were extended to include pay grades E-6 and E-7 as well as the present E-4 and E-5.
9. Hospital Corpsman (HM) - This general rating has been revised to exclude the subject matter area of Special Duty.
10. Dental Technician (DT) - This general rating has been revised to include the subject matter area of Atomic, Biological, and Chemical (ABC) Warfare Defense.
11. Warrant Officer categories are being phased out per BUPERSNOTE 1120, 17 July 1959. Disestablishment of the WO categories in the Path of Advancement section of the ratings coincides with the revision of qualifications of each rating.
12. Machinist's Mate (MM) -- In accordance with paragraph 5, page iv-d of change No. 14, this general rating has been revised to reflect new qualification items covering lathe operations.

# Effective Pages After Change Number 15 Insertions

## To NAVPERS 18068 (Revised)

The following is a list of pages in effect after the pages of Change No. 15 have been inserted.\* It is used to verify the accuracy of the manual. "O" is used to indicated pages from the original printing. Right-hand pages only are listed.

Page	Change	Page	Change	Page	Change	Page	Change	Page	Change
i . . . . .	4	2-9 . . .	8	5-50-a .	14	7-55 . . .	14	9-34-a .	15
iii . . . .	0	2-11 . . .	8	5-51 . . .	14	7-57 . . .	14	9-34-c .	15
iv-a . . . .	15	2-13 . . .		5-53 . . .	14	7-59 . . .	14	9-34-e .	15
iv-c . . . .	15	2-19 . . .	7	5-55 . . .	0	7-61 . . .	14	9-34-g .	15
iv-e . . . .	15	2-19 . . .	8	5-57 . . .	3	7-62-a . .	14	3-44-i .	15
v . . . . .	15	2-21 . . .	8	5-59 . . .	14	7-63 . . .	14	9-35 . .	14
vii . . . .	14	2-23 . . .	8	5-60-a .	14	7-65 . . .	14	9-37 . .	14
ix . . . . .	14	2-25 . . .	3	5-61 . . .	3	7-67 . . .	14	9-39 . .	13
xi . . . . .	14	2-27 . . .	3	5-63 . . .	3	7-69 . . .	14	9-41 . .	13
xiii . . . .	15	2-29 . . .	3	5-65 . . .	3	7-71 . . .	9	9-43 . .	15
xv . . . . .	15	2-31 . . .	3	5-67 . . .	3	7-73 . . .	9	9-45 . .	15
xvii . . . .	15	2-33 . . .	14	5-69 . . .	3	7-75 . . .	0	9-46-a .	15
xix . . . .	15	2-35 . . .	14	5-71 . . .	10	8-1 . . . .	11	9-47 . .	13
xxi . . . .	15	2-37 . . .	14	6-1 . . . .	15	8-2-a . . .	11	9-49 . .	13
xxiii . . . .	15	2-39 . . .	14	6-3 . . . .	15	8-3 . . . .	11	9-51 . .	0
xxv . . . .	15	3-1 . . . .	8	6-5 . . . .	15	8-5 . . . .	11	9-53 . .	0
xxvii . . . .	15	3-3 . . . .	8	6-7 . . . .	8	8-7 . . . .	11	9-55 . .	0
xxix . . . .	15	3-5 . . . .	8	6-9 . . . .	8	8-9 . . . .	11	9-57 . .	14
xxxi . . . .	15	3-7 . . . .	8	6-11 . . .	14	8-11 . . . .	11	9-59 . .	14
xxxiii . . . .	15	4-1 . . . .	14	6-13 . . .	14	8-13 . . . .	11	9-61 . .	3
xxxv . . . .	15	4-3 . . . .	14	6-15 . . .	2	8-15 . . . .	11	9-63 . .	4
xxxvii . . . .	15	4-5 . . . .	14	6-17 . . .	0	8-17 . . . .	11	9-65 . .	8
xxxix . . . .	15	4-7 . . . .	14	6-19 . . .	0	8-19 . . . .	11	9-67 . .	8
1 . . . . .	14	4-9 . . . .	14	6-21 . . .	0	8-21 . . . .	11	9-69 . .	8
3 . . . . .	14	5-1 . . . .	8	7-1 . . . .	15	8-23 . . . .	11	10-1 . .	15
5 . . . . .	14	5-3 . . . .	8	7-3 . . . .	15	8-25 . . . .	11	10-3 . .	15
7 . . . . .	14	5-5 . . . .	8	7-5 . . . .	15	8-27 . . . .	11	10-4-a .	15
9 . . . . .	14	5-6-a . . .	15	7-7 . . . .	15	9-1 . . . .	15	10-5 . .	2
11 . . . . .	14	5-6-q . . .	8	7-9 . . . .	13	9-3 . . . .	15	11-1 . .	15
1-1 . . . .	12	5-6-s . . .	8	7-11 . . .	13	9-4-a . . .	15	11-3 . .	15
1-3 . . . .	12	5-6-u . . .	8	7-13 . . .	13	9-5 . . . .	7	11-5 . .	11
1-5 . . . .	12	5-7 . . . .	8	7-14-a . .	13	9-7 . . . .	7	12-1 . .	12
1-7 . . . .	14	5-9 . . . .	8	7-15 . . .	14	9-8-a . . .	7	12-3 . .	12
1-9 . . . .	14	5-11 . . .	8	7-17 . . .	14	9-8-c . . .	7	12-5 . .	12
1-10-a . . .	14	5-13 . . .	14	7-19 . . .	14	9-9 . . . .	0	Index-1	15
1-11 . . . .	14	5-15 . . .	15	7-21 . . .	14	9-11 . . . .	0	Index-3	15
1-12-a . . .	14	5-17 . . .	15	7-23 . . .	14	9-12-a . .	6	Index-5	15
1-12-c . . .	14	5-19 . . .	15	7-24-a . .	14	9-12-c . .	6		
1-13 . . . .	9	5-21 . . .	15	7-24-c . .	14	9-12-e . .	6		
1-15 . . . .	9	5-23 . . .	15	7-25 . . .	14	9-12-g . .	6		
1-16-a . . .	8	5-25 . . .	15	7-27 . . .	14	9-13 . . . .	14		
1-17 . . . .	12	5-26-a . .	15	7-29 . . .	14	9-15 . . . .	14		
1-19 . . . .	12	5-26-c . .	15	7-30-a . .	14	9-16-a . .	15		
1-21 . . . .	12	5-27 . . .	14	7-31 . . .	14	9-16-c . .	15		
1-23 . . . .	12	5-28-a . .	14	7-33 . . .	14	9-16-e . .	15		
1-25 . . . .	12	5-29 . . .	14	7-34-a . .	14	9-16-g . .	15		
1-27 . . . .	13	5-31 . . .	14	7-34-c . .	14	9-17 . . . .	10		
1-29 . . . .	13	5-33 . . .	14	7-35 . . .	15	9-19 . . . .	11		
1-31 . . . .	13	5-35 . . .	14	7-37 . . .	15	9-20-a . .	8		
1-33 . . . .	13	5-37 . . .	14	7-39 . . .	15	9-21 . . . .	15		
1-35 . . . .	13	5-39 . . .	14	7-41 . . .	15	9-23 . . . .	15		
2-1 . . . .	13	5-41 . . .	12	7-43 . . .	15	9-25 . . . .	15		
2-3 . . . .	13	5-43 . . .	12	7-44-a . .	15	9-27 . . . .	15		
2-4a . . . .	13	5-45 . . .	14	7-45 . . .	12	9-29 . . . .	15		
2-5 . . . .	12	5-47 . . .	14	7-47 . . .		9-31 . . . .	15		
2-7 . . . .	12	5-49 . . .	14	7-55 . . .	12	9-33 . . . .	15		

\*Requests for copies of pages, changes, or manuals should be forwarded through normal publication supply channels and not to the Chief of Naval Personnel.

## Effective Dates of Advancement Examinations for Ratings Contained in Change No. 15

Effective Dates for Advancement Examinations			
Ratings	USN and USNR on active duty		USNR on inactive duty
	All pay grades	Pay grades E-4, E-5, and E-6	Pay grade E-7
	Group V—Administrative and Clerical		
PN	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
YN	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
PC	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
	Group VI—Miscellaneous		
LI	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
	Group IX—Aviation		
AD	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
AQ	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
AB	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
AE	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
AM	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
TD	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)
	Group XI—Dental		
DT	February 1961	Series "K" (available after March 1961)	Series "K" (available after March 1961)

# Dental Rating and Dentalman Rate

## DENTAL TECHNICIAN (DT)

### GENERAL RATING

#### SCOPE

Dental Technicians: Perform clinical and administrative duties, assisting dental officers in treatment of patients, performing first aid, preparing and carrying out dental department administrative assignments, and giving oral prophylactic treatment under supervision. Dental technicians may be qualified in other than the foregoing, such as dental prosthetic laboratory techniques and maintenance and repair of dental equipment. Dental technicians must be prepared to assist in the prevention and treatment of atomic, biological, and chemical (ABC) warfare casualties.

#### SERVICE RATINGS

None.

#### PATH OF ADVANCEMENT TO MEDICAL SERVICE CORPS

Dental Technicians advance to Medical Service Corps officers.

#### NAVY ENLISTED CLASSIFICATION CODES

See Manual of Navy Enlisted Classifications, NAVPERS 15105B.

#### QUALIFICATIONS FOR ADVANCEMENT IN RATING

1. Qualifications for advancement to a higher rate include qualifications of the lower rate or rates in addition to those stated for the higher rate.
2. Practical factors will be completed before recommendation for participation in the advancement examination. (Bureau of Naval Personnel Manual, NAVPERS 15791A, Articles B-2326 and C-7201.)
3. Knowledge factors and knowledge aspects of practical factors will form the basis for questions in the written advancement examination.

#### A. BASIC SCIENCES

Applicable  
Rates  
DT

##### 1.0 Practical Factors

1. Dispense drugs and acids used in the dental office and use proper stowage techniques. . . . . 3

##### 2.0 Knowledge Factors

1. Elementary anatomy and physiology with emphasis on head, neck, and oral structures. . . . . 3
2. Elementary oral histology, bacteriology, and pathology. . . . . 3
3. Odontography: human dentition and individual tooth structure . . . . . 3
4. Materia, medica and therapeutics:
  - a. Classes, effects, and administration of drugs . . . . . 3
  - b. Toxicology . . . . . 3
  - c. Properties, actions, and dosages of drugs. . . . . 2

11-1  
Ch. No. 15

## B. FIRST AID

Applicable  
Rates  
DT

### 1.0 Practical Factors

1. Perform artificial respiration . . . . . 3
2. Apply dressings, bandages, and splints . . . . . 3

### 2.0 Knowledge Factors

1. Principles and precautions of general first aid . . . . . 3
2. Symptoms and treatment of shock, hemorrhage, wounds, fractures, burns, asphyxia, unconsciousness, and poisoning . . . . . 3
3. Types and uses of dressings, bandages, and splints . . . . . 3
4. Use of plasma and serum albumin and procedures for venipuncture . . . . . 3
5. Dental first-aid procedures . . . . . 3

## C. DENTAL ASSISTANCE-GENERAL

### 1.0 Practical Factors

1. Prepare patients for dental examination and general dental treatment . . . . . 3
2. Care for and sharpen dental instruments . . . . . 3
3. Sterilize dental instruments and materials for general dental treatment . . . . . 3
4. Prepare setups for general dental treatment . . . . . 3
5. Prepare dental materials: amalgam alloy, dental cements, acrylic resins, and impression materials . . . . . 3
6. Assist dental officer during dental treatment . . . . . 3
7. Clean and lubricate dental equipment . . . . . 3

### 2.0 Knowledge Factors

1. Nomenclature of dental instruments . . . . . 3

## D. DENTAL ASSISTANCE-ORAL SURGERY

### 1.0 Practical Factors

1. Prepare patients for oral surgery . . . . . 3
2. Prepare and sterilize dental surgical trays . . . . . 3
3. Assist dental officer during oral surgical procedures . . . . . 3

### 2.0 Knowledge Factors

1. Nomenclature of instruments and appliances used in oral surgery . . . . . 3
2. Classification and nomenclature of dental diseases and conditions listed in Joint Armed Forces Statistical Classification and Basic Diagnostic Nomenclature of Diseases and Injuries . . . . . 3
3. Dental ward management procedures . . . . . 3

## E. ORAL PROPHYLAXIS

### 1.0 Practical Factors

1. Remove stains and calculi; polish teeth . . . . . 3
2. Instruct patients in proper daily care of teeth . . . . . 3



## E. ORAL PROPHYLAXIS-CONTINUED

Applicable  
Rates  
DT

### 2.0 Knowledge Factors

1. Causes of formation of deposits on teeth. . . . . 3

## F. ROENTGENOGRAPHY

### 1.0 Practical Factors

1. Expose, process, and mount periapical, occlusal, and bitewing roentgenograms 3
2. Expose and process roentgenograms of the head . . . . . 2

### 2.0 Knowledge Factors

1. Periapical, occlusal, and bitewing roentgenographic techniques . . . . . 3
2. Procedures and precautions for the use of roentgenographic equipment . . . . . 3
3. Faults in roentgenograms . . . . . 3
4. Roentgenographic techniques for the head . . . . . 2

## G. DENTAL ADMINISTRATION

### 1.0 Practical Factors

1. Chart dental conditions and record treatment . . . . . 3
2. Prepare dental service report . . . . . 3
3. Prepare official correspondence . . . . . 2
4. File records, correspondence, directives, and publications in accordance with current instructions . . . . . 2
5. Prepare reports required at dental activities . . . . . 1
6. Procure, maintain records for, and issue or dispose of, dental supplies and equipment (excluding Navy stock account procedures). . . . . 1

### 2.0 Knowledge Factors

1. Typewrite for 5 minutes at 20 words per minute. (See Yeoman qualifications, performance test instructions) . . . . . 3
2. Security regulations of classified matter . . . . . 1
3. Organization and administration of dental activities . . . . . 1
4. Organization and functions of the Medical Department of the Navy. . . . . 1
5. Appropriation accounting: appropriations, allotments, allotment control, financial reports, and estimates of requirements . . . . . C
6. Personnel accounting in accordance with the "Instructions for the Naval Manpower Information System", Part 1 NAVPERS 15642. . . . . C

## H. ATOMIC, BIOLOGICAL, AND CHEMICAL (ABC) WARFARE DEFENSE

### 1.0 Practical Factors

None.

### 2.0 Knowledge Factors

1. Atomic, biological, and chemical (ABC) warfare defense; self-help, care of injured personnel, and decontamination of personnel; use of necessary personnel monitoring equipment . . . . . 3

11-3  
Ch. No. 15

## H. ATOMIC, BIOLOGICAL, AND CHEMICAL (ABC) WARFARE DEFENSE-CONTINUED

### 2.0 Knowledge Factors-Continued

Applicable  
Rates  
DT

- |   |   |
|---|---|
| 2. Symptoms of chemical warfare contamination and counteraction against the effects of chemical warfare (CW) agents. .... | 3 |
| 3. Biological warfare and functional understanding of isolation techniques and control of epidemics. ....                 | 3 |

## I. PROSTHODONTICS (Dental Technicians, Prosthetic only)

### 1.0 Practical Factors

- |  |   |
|--|---|
| 1. Construct casts from various types of impressions . . . . .                               | 3 |
| 2. Prepare record bases, occlusal rims, and wax-ups . . . . .                                | 3 |
| 3. Flask, pack, process, deflask, finish, and polish partial and complete dentures . . . . . | 3 |
| 4. Repair, reconstruct, and reline complete and partial dentures . . . . .                   | 3 |
| 5. Wax, sprue, invest, burn-out, cast, and finish metal frameworks . . . . .                 | 2 |
| 6. Survey and transfer partial denture designs as directed . . . . .                         | 2 |
| 7. Perform wire bending and soldering procedures . . . . .                                   | 2 |
| 8. Arrange teeth for complete and partial dentures . . . . .                                 | 2 |
| 9. Construct inlays, crowns, and bridges . . . . .   | 1 |
| 10. Supervise a dental laboratory . . . . .  | 1 |

### 2.0 Knowledge Factors

- |  |   |
|--|---|
| 1. Principles and procedures in the use of dental prosthetic materials . . . . . | 3 |
| 2. Heat treatment procedures and properties of gold alloys . . . . .             | 2 |

## J. DENTAL EQUIPMENT REPAIR (Dental Technicians, Repair only)

### 1.0 Practical Factors

- |   |   |
|---|---|
| 1. Adjust and repair syringes on dental units . . . . .                             | 2 |
| 2. Service, adjust, and repair dental equipment . . . . .                           | 2 |
| 3. Disassemble, repair, and assemble straight and contraangle hand pieces . . . . . | 2 |
| 4. Repair and calibrate electrical furnaces . . . . .                               | 2 |

### 2.0 Knowledge Factors

- |  |   |
|--|---|
| 1. Safety factors in use of dental equipment . . . . . | 2 |
| 2. Functions of parts of dental equipment . . . . .    | 2 |

## TEST INSTRUCTIONS

All Dental Technicians will be examined on subject areas "A" through "H". Individuals designated by the Bureau of Medicine and Surgery as Dental Technician, Prosthetic or Dental Technician, Repair will have examinations in which the specialty is emphasized. Fifty percent of the technical questions for Prosthetic Technicians will cover items in the subject area "I". Fifty percent of the technical questions for Repair Technicians will cover items in subject area "J". The total number of questions will be the same for all persons examined.

(5) Change in Rate/Rating by administrative action.

(a) Commanding officers are authorized to change the rates of personnel in pay grades E-2 and E-3 within the Seaman, Fireman and Airman apprenticeships without reference to the Chief of Naval Personnel, provided that individuals are found fully qualified for the new rates, that greater need exists within the command for services in the new rate than in the rate originally held, and that the individual concerned desires the change in rate and so indicates in writing to his commanding officer.

(b) Determination of greater need shall be made by comparing allowances and numbers of personnel in the one rate against allowances and numbers of personnel in the other rate. In making the determination, pay grades E-3 and E-2 (i.e., Seaman and Seaman Apprentice, Fireman and Fireman Apprentice, Airman and Airman Apprentice) should be combined. Due regard should also be paid to the shortages or excesses of personnel in the ratings to which each would advance, as is applicable in each individual case.

(c) All other administrative changes in rate or rating are authorized specifically by the Chief of Naval Personnel or by special conversion programs authorized by the Chief of Naval Personnel.

(6) The following general guidelines apply to all requests for change in rate or rating except those authorized by the preceding paragraph (5).

(a) Must be in pay grade E-6 or below. Commanding officers are urged to carefully consider requests for change in rating at pay grade E-6 before making favorable endorsement, since it is considered that such personnel have gained valuable experience and training in their present rating and it is questionable that they can properly carry out the duties and responsibilities of a first class petty officer in a new rating without excessive training, time and expense.

(b) Must have less than twelve years active service as defined in article C-13404(1).

(c) Must not have completed a Class "B", "C" or functional school having a course length of 15 or more weeks in present rating unless such training is related to the requested rating.

(d) Request must be for a rating and pay grade which requires additional personnel and appears on the "open rates list" as defined in BUPERS Instruction 1130 (series). Requests from personnel serving in a rating which is undermanned or who possess specialty skills within a rating that are in short supply will normally not be approved.

(e) Must satisfy eligibility requirements for the rating requested as defined in the Manual of Advancement in Rate or Rating.

NAVPERS 15989 (current edition) and, in the case of the Communications Technician (CT) rating, any directives the Director, Naval Security Group may promulgate. Foreign National personnel are not eligible for entry into or change to a rating which requires eligibility for access to classified information since they are not eligible for a security clearance in accordance with the Department of the Navy Security Manual for Classified Information, OPNAV INST 5510.1 (series). Immigrant Alien personnel must be in receipt of a satisfactory background investigation, as required by OPNAV INST 5510.1 (series), prior to entry into or change to a rating which requires eligibility for access to classified information. Further, although the Postal Clerk (PC) rating does not require eligibility for access to classified information, personnel in the PC rating must be U. S. citizens.

(f) Basic test battery scores must meet the minimum required for entry into the Class "A" School for the rating requested, unless no school exists.

(g) Must be recommended by the commanding officer. In addition to insuring that an individual meets all eligibility requirements for change in rate or rating and is deserving of consideration, commanding officers should also be reasonably assured that the individual possesses those qualities which indicate that he will adequately perform in the applicable pay grade of the requested rating.

(7) Change in rating as a result of formal school training. Requests for rating conversion through formal school training shall be addressed to the Chief of Naval Personnel (Pers-B223). School training provided to prepare personnel for change in rating will be at the Class "A" level. Specific eligibility requirements for such training are:

(a) Must be a volunteer.

(b) Must meet the obligated service requirements for the Class "A" School requested.

(c) Must meet the test score requirements for the Class "A" School requested.

(d) Must meet the security clearance requirements for the Class "A" School and rating requested.

(e) Must be serving in pay grades E-4 through E-6.

(f) Must be recommended by the commanding officer.

(g) Personnel in pay grades E-4 and E-5 who are ordered to school will be changed in rating in equal pay grade upon successful completion of the course of instruction.

(h) Personnel in pay grade E-6 will not be changed in rating upon successful completion of Class "A" School but will be assigned a rating identification symbol for further

in-service training. At such time as personnel in pay grade E-6 are considered fully qualified for change in rating as a result of their schooling and in-service training, a request for participation in a Navy-wide examination for lateral change in rating shall be addressed to the Chief of Naval Personnel in accordance with paragraph 302.7.6, Manual of Advancement in Rate or Rating, NAVPERS 15989 (series). The Class "A" School and in-service training do not waive the requirement for completion of training courses and practical factors for the rating to which the individual is converting.

- \* (8) Change in rating as a result of in-service training. In-service training is provided within a command for a specific rating. This training is normally on-the-job training, supplemented by self-study courses and such organized instruction as is available within the command. Requests for in-service training designation shall be addressed to the Chief of Naval Personnel (Pers-B223). Personnel authorized in-service training will be assigned a rating identification symbol. Specific eligibility requirements for in-service training are:

- (a) Must be a volunteer.
- (b) Must be serving in pay grades E-4 through E-6.
- (c) There must be an authorized allowance for the rating requested within the command.
- (d) Must be recommended by the commanding officer.

(e) When personnel are considered fully qualified for change in rating as a result of their in-service training, a request for participation in a Navy-wide examination for lateral change in rating shall be addressed to the Chief of Naval Personnel in accordance with paragraph 302.7.6, Manual of Advancement in Rate or Rating, NAVPERS 15989 (series). The requirements for completion of training courses and practical factors for the rating to which an individual is converting are not waived by the in-service training.

- \* (9) Personnel approved for conversion either through formal schooling or in-service training will be assigned a conversion trainee NEC by the Chief of Naval Personnel. This NEC will be retained as a primary NEC until conversion to the new rating is completed or until the rating conversion authorization is canceled by the Chief of Naval Personnel.

- \* (10) All or any of the eligibility requirements may be waived by the Chief of Naval Personnel under circumstances which require change in rating, e.g., when it has been determined that an individual does not meet the requirements for access to classified information and the individual is serving in a

rating normally requiring access to classified information, or failure to meet physical requirements in present rating.

- \* (11) Change in rating by successful completion of a Navy-wide examination. Requests for change in rating by successful completion of a Navy-wide examination are not desired without prior formal school or in-service training.
- \* (12) In cases of recommended changes to or from medical or dental rates, or where change in any rate or rating is requested because of medical reasons, requests shall be submitted to the Chief of Naval Personnel via the Chief of the Bureau of Medicine and Surgery.
- \* (13) Recommendations for changes in rate or rating shall be made to the Chief of Naval Personnel when it has been determined that an individual does not meet the requirements for access to classified information as set forth in the Department of the Navy Security Manual for Classified Information, OPNAV INST 5510.1 (series) and when that individual is in a rating normally requiring access to classified information. If the recommendation is approved, the individual will not be permitted to remain or to be reenlisted in his present rating. If the individual is considered capable to qualify for and transfer into a rating not normally requiring access to classified information, the Chief of Naval Personnel may approve his reenlistment upon recommendation of his commanding officer. In other cases, the Chief of Naval Personnel may offer the individual the option of accepting an immediate discharge for convenience of the government under the provisions of article C-10306.
- \* (14) All personnel assigned an in-service training rating identification symbol will normally be limited to a period of 18 months to accomplish the lateral rating change. This period affords time for study, in-service training and participation in at least 2 Navy-wide examinations for lateral change or rating. Commanding officers are directed to report to the Chief of Naval Personnel (Pers-B223) the following information on individuals in their command who have been assigned a rating identification symbol for a period in excess of 18 months and have not successfully participated in a Navy-wide examination for lateral change of rating:
  - (a) The individual's duty assignments and performance since the rating identification symbol was assigned.
  - (b) Self-study training courses and local organized instruction completed by the individual.
  - (c) Recommendation regarding retaining the individual in in-service training or removing the rating identification symbol and returning the individual to the duties of his

previous rating or, in the case of individuals not eligible for service in the previous rating, the rating recommended as most suitable based on his qualifications.

#### C-7214. ADVANCEMENT TO PAY GRADE E-2

(1) The primary requirement for advancement to pay grade E-2 in the Regular Navy is completion of recruit training. Successful completion of such training satisfies the requirements of the practical factors and examination subjects of the military requirements for advancement to pay grade E-2. There are no professional qualifications for advancement to pay grade E-2.

(2) Personnel of the Regular Navy in pay grade E-1 who have not completed recruit training will not be advanced to pay grade E-2 except upon special authorization of the Chief of Naval Personnel. Recommendations for such advancement will include details of the circumstances that prevented completion of recruit training. Personnel in officer candidate training are an exception to the provisions of this paragraph.

(3) Naval reserve personnel ordered to active duty without recruit training are eligible for advancement to pay grade E-2 upon completion of 4 months active duty.

(4) Special directives concerning advancements to pay grade E-2 will be issued by the Chief of Naval Personnel to commanding officers of Naval Training Centers, Officer Candidate Schools and Re-Training Commands.

(5) Personnel who have been reduced in rating to pay grade E-1 are eligible for advancement to pay grade E-2 upon completion of confinement, or if no confinement is involved, when considered by their commanding officer to be deserving of advancement.

(6) Commanding officers may advance or re-advance personnel to pay grade E-2 within the normal path of advancement (i.e., SR to SA, AR to AA, HR to HA, etc.) if:

(a) They are eligible in accordance with the provisions of this article:

(b) They do not fall within any of the categories listed as special circumstances in article C-7207; and,

(c) The commanding officer considers them deserving of advancement.

(7) Cite this article in all reports of advancement in accordance with paragraph 6 above.

#### C-7215. IDENTIFICATION OF STRIKERS

(1) Personnel in the general apprenticeships at pay grades E-2 and E-3 level are identified as strikers for ratings for which they have received formal school training or for which they have demonstrated significant qualifications.

(2) The specific purpose of the striker identification is to:

(a) Provide a means for the identification of strikers in intra-Navy correspondence, records, and documents.

(b) Regulate the assignment of striker identification on a uniform basis for all commands, and

(c) Provide the means for controlling the number of strikers in a specific rating, when such is necessary.

(3) A striker identification is defined as that part of the rate symbol which identifies the rating for which an individual has been trained or has demonstrated certain skill. The identification is added to the abbreviation of the individual's rate to form the rate symbol. (Examples: A Seaman Apprentice who completed successfully the RD Class "A" School would be identified as an RD striker by the addition of RD to the rate abbreviation SA to form the rate symbol RDSA. An airman who demonstrated significant qualifications in the Navy-wide examination for advancement to ATR3 but whose examination score and/or multiple was not sufficiently high to warrant advancement could be identified by the rate symbol, ATRAN, if identification is authorized.) It should be noted that the assignment of a striker identification does not replace or change an individual's rate. The rate held is indicated by the last two letters of the rate symbol.

## CHAPTER 3. TRAINING AIDS AND EQUIPMENT

### SECTION 1. TRAINING AIDS

#### D-3101. DEFINITION OF TRAINING AIDS

(1) Training aids are defined as those items of demonstrative and manipulative instructional material which facilitate the learning process. Instructors utilize demonstrative type aids such as charts, models, mock-ups, transparencies, slides, motion pictures, recordings, etc., to impart knowledge relating to things, processes and concepts. Manipulative aids such as synthetic trainers are primarily utilized by trainees to develop skill in operational and maintenance processes. Generally accepted concepts indicate that training aids when used properly will improve Navy training programs by increasing student interest, morale, understanding, and retention of subject matter; and further, that the effective utilization of these aids will save time and will tend to make training more uniform.

#### D-3102. DEVELOPMENT AND USE OF TRAINING AIDS

(1) Development of new training aids is initiated by the Bureau of Naval Personnel and by requests from training activities or from any interested agencies of the Navy. Such requests are evaluated, and, if approved, they are processed through development and production stages by the Bureau of Naval Personnel. The Training Aids Division has the responsibility also of providing information about effective methods of utilizing the aids issued. This is accomplished through the preparation and distribution of instructor's training aids, guides, manuals, catalogs, and through liaison with field training activities.

(2) Continuing evaluation and research is promoted under training conditions to facilitate the improvements of audio-visual methods and media. Suggestions are desired from all activities and commands.

#### D-3103. PROCUREMENT AND DISTRIBUTION OF TRAINING AIDS

(1) Training activities and forces afloat may receive training aids on initial distribution or they may receive them on request.

Initial responsibility for action on requests rests with the commandant of each naval district, who will supply approved training aids from district stocks, or who will forward requests with recommendations to the

Director, Training Aids Center, New York or San Francisco as appropriate.

Forces afloat may apply for training aids to the commandant of the nearest naval district or to the Director, Training Aids Center, New York or San Francisco as appropriate.

(2) The above procedures apply to training aids in support of all basic and technical training of individual officers and men in military and professional requirements for promotion, or advancement of all rating groups except as follows:

(a) Technical (professional) training of Medical, Dental, and Aviation officers.

(b) Training in the professional requirements as expressed in Manual of Qualifications for Advancement in Rating (NavPers 18068) of men in rating groups IX (Aviation), X (Medical) and XI (Dental).

(3) Training aids provided through established procedures set forth in (1) above are supplied without cost and should be requested in letter form.

(4) Projection and sound reproducing equipments are provided as follows:

(a) Forces afloat - in accordance with machinery allowance lists.

(b) Shore activities - in accordance with established procedures of management bureau or office.

#### D-3104. UNITED STATES NAVAL TRAINING BULLETIN

(1) The Naval Training Bulletin disseminates information relative to training methods and media which have been found useful in training personnel of the naval establishment. This magazine, the official training publication of the training activity, is published quarterly and distributed to shore activities, forces afloat, related military services, and authorized Government or civilian organizations.

#### D-3105. RECOGNITION

(1) Recognition is a visual art taught to naval personnel through the media of specially designed training aids. The purpose of recognition training is to develop skills in rapid, accurate, visual identification of planes, ships, weapons, and objects of military significance. Recognition aids, such as model planes, and ships, slides, films, and flash shutter projectors, are procured and distributed in accordance with procedures outlined in article D-3103.

## SECTION 2. TRAINING EQUIPMENT

## \* D-3201. DEFINITION OF TRAINING EQUIPMENT

(1) Training equipment is defined as that equipment, other than training aids and devices, required in a course of study for utilization by students to master operating and maintenance techniques, or by instructors in conducting classroom instruction. Training equipment may be either technical or non-technical as follows:

(a) Technical equipment is equipment of a technical or special nature for which financial and control responsibility has been assigned to a Material Bureau.

(b) Non-technical equipment includes items in Standard Stock where an exchange of funds is required.

## \* D-3202. FUNDING RESPONSIBILITY FOR TRAINING EQUIPMENT

(1) Technical equipment which is required for training is procured and installed by the cognizant Material Bureau. To assist in preparing a budget for such procurement, field activities under the management control of the Chief of Naval Personnel are requested to give serious consideration when submitting budgetary estimates of technical training equipment requirements in accordance with SUPERSINST 7100.6 series.

(2) Non-technical equipment used for training is the financial responsibility of the Chief of Naval Personnel and is funded in accordance with SUPERSINST 7100.12 series or 7100.18 series, depending upon unit cost.

## \* D-3203. TRAINING EQUIPMENT ALLOWANCES

(1) The proper allowance for an activity is that minimum quantity of equipment required to accomplish effectively the assigned training mission.

(2) All training equipment allowances are established by the Chief of Naval Personnel, except ordnance, photographic, and ABC Warfare disaster control equipment. In the exempted category, the Chief of Naval Personnel reviews and makes recommendations concerning the establishment of such allowances.

(3) All allowances should be reviewed at least annually with a view toward orderly and progressive replacement of obsolete training equipment, addition of items to fill new requirements, and deletion of items no longer required.

(4) Requests for modification of allowance, equipment required to fill established allowances, and disposition of excess training equipment are to be made in accordance with SUPERSINST 1550.6 series.

# From 1969-1981 Issuance of MILPERSMAN

1050300

## BUREAU OF NAVAL PERSONNEL MANUAL

### c. Five-Year Obligor Program.

(1) The following ratings are included in the Five-Year Obligor Program:

Air Controlman (AC)  
Builder (BU)  
Construction Electrician (CE)  
Construction Mechanic (CM)  
Data Processing Technician (DP)  
Dental Technician (DT)  
Engineering Aid (EA)  
Equipment Operator (EO)  
Journalist (JO)  
Photographer (PH)  
Steelworker (SW)  
Utilityman (UT)

(2) Obligated service requirements are set forth in NAVPERS 15909, Chapter 7. A signed service record entry as set forth in NAVPERS 15909, Article 3.1131 is acceptable in lieu of extension for personnel in this category.

(3) When an Agreement to Extend Enlistment, NAVPERS 1070/621 or an Extension of Active Duty Agreement, NAVPERS 1070/622 is executed for the purpose of obtaining the required obligated service for this program, the following entry shall be made on that page as the reason for extension:

"Training (Five-Year Obligor Program for - rating in accordance with BUPERSMAN 1050300), I understand that this agreement becomes binding upon execution and may not be cancelled except as set forth in BUPERSMAN 1050150."

(4) A member shall not be discontinued at the member's own request after enrollment in the basic training phase of the Five-Year Obligor Program.

(5) If a member is disenrolled from the Five-Year Obligor Program for any reason prior to entry into the basic training phase, a request may be submitted to the Chief of Naval Personnel for cancellation of an Agreement to Extend Enlistment or Extension of Active Duty Agreement. Personnel failing to complete the class "A" school may have their extension agreements renegotiated as set forth in Chapter 7 of the TRANSMAN. Personnel acquiring the requisite obligated service through enlistment or reenlistment are not eligible for renegotiation of their contract in the event of disenrollment from the school for any reason.

(6) Personnel enlisted under this program who are later eligible and desire to accept accelerated advancement to petty officer third class must agree to

obligate for an additional year beyond that required for entry into this program.

### 3. Disenrollments.

a. Commanding officers shall ensure that prospective enrollees in the advanced training phases of the NF/AEF/ATF programs understand the additional service requirements incurred and the required payback in the event of disenrollment. In those cases in which payback is required the member will be permitted, upon approval of the Chief of Naval Personnel, to execute a new Agreement to Extend Enlistment for a period which will provide the payback required for the number of weeks of training received in accordance with the table in this article. For those members who accepted accelerated advancement on or after 1 September 1974, this payback will be in addition to the one year extension incurred for accelerated advancement. The payback for instruction received (when combined with the one year extension for accelerated advancement, if appropriate) cannot exceed the number of months of the original extension agreement.

b. If a member is disenrolled from the Five-Year Obligor Program for any reason prior to entry into the basic training phase, a request may be submitted to the Chief of Naval Personnel for cancellation of an Agreement to Extend Enlistment. A member failing to complete the Class "A" School will be permitted upon approval of the Chief of Naval Personnel to execute a new Agreement to Extend Enlistment for a period which will provide the payback required for the number of weeks of training received in accordance with the table in this article. Upon execution of such an extension, the previously executed extension agreement for the course of instruction shall be canceled. The payback for instruction received cannot exceed the number of months of the original extension agreement.

c. Personnel attending "A" or "C" Schools who were required to incur additional obligated service in the form of either an Agreement to Extend Enlistment or an Extension of Active Duty Agreement to attend these Schools in accordance with the provisions of the TRANSMAN (Chapter 7) shall have their required payback computed in accordance with the table contained in article 7.03 of the TRANSMAN in the event of disenrollment.

### 4. Instruction received is defined as follows:

a. For regular students; the number of weeks of training actually completed.

b. For accelerated students; the number of weeks of classroom seat time actually utilized at the time disenrollment.



c. For repeat, held-over, or temporarily disenrolled students; the number of syllabus weeks actually completed in the course, exclusive of the number of weeks repeated, held over or temporarily disenrolled.

d. Partial weeks are not counted as weeks of instruction received.

5. Members in the NF/AEF/ATF Program disenrolled from advanced training, the months of service obligation to be incurred in return for cancellation of a previous extension executed for training (payback) is computed in the table below. If the table shows a requirement to serve a greater number of months than the original extension or if the number of months from the table when combined with extension incurred as the result of accepting accelerated advancement (6YO Programs only) is greater than the original extension, then the original extension remains in effect.

#### INSTRUCTION (WEEKS) — PAYBACK (MONTHS)

1	—	1
2	—	1
3	—	2
4	—	3
5	—	3
6	—	4
7	—	5
8	—	6
9	—	6
10	—	7
11	—	8
12	—	8
13	—	9
14	—	10
15	—	10
16	—	11
17	—	12
18	—	12
19	—	13
20	—	14
21	—	15
22	—	15
23	—	16
24	—	17
25	—	17
26	—	18
27	—	19
28	—	19
29	—	20
30	—	21
31	—	21
32	—	22
33	—	23
34	—	24
35	—	24
36	—	25

37	—	26
38	—	26
39	—	27
40	—	28
41	—	28
42	—	29
43	—	30
44	—	30
45	—	31
46	—	32
47	—	33
48	—	33
49	—	34
50	—	35
51	—	35
52	—	36
53	—	37
54	—	37
55	—	38
56	—	39
57	—	39
58	—	40
59	—	41
60	—	42
61	—	42
62	—	43
63	—	44
64	—	44
65	—	45
66	—	46
67	—	46
68	—	47
69	—	48

6. Upon receipt of approval from the Chief of Naval Personnel, commanding officers or officers in charge shall ensure that the new extension agreement is executed, the old extension agreement canceled, an appropriate Agreement to Extend Enlistment, NAVPERS 1070/621 and/or Extension of Active Duty Agreement, NAVPERS 1070/622 page must be submitted in accordance with Part 9, Chapter 90432 or 90433, respectively, of the PAYPERSMAN (NAVSO P-3050), and the following Page 13 entry is filed in the member's service record:

"My active duty obligation remaining upon disenrollment from (school) has been explained to me in accordance with BUPERSMAN 1050300. I understand that my active duty obligation has been established as (EAOS date).

(Member's signature)

(Witnessing officer's signature)"

7. Disenrollment from the NF, AEF, or other training programs after accepting an accelerated advancement to petty officer third class will not cancel the

extension of enlistment or active duty agreement executed in accordance with BUPERSINST 1306.84 series or this article except as provided in the EXEMPTION above.

#### 1050310 ADVANCED ELECTRONICS FIELD (AEF) PROGRAM

1. The Advanced Electronics Field (AEF) Program provides for the enlistment and reenlistment of male and female (specific rating) personnel into the Regular Navy and includes preliminary and advanced "A" school training (AEF, Phase I) plus appropriate Phase II training and/or class "C" schools on specific equipment. Because of lengthy periods of advanced technical training an additional period of obligated service beyond the normal four years is required. Currently, the obligated service that must be incurred to enter the AEF Program must be a total of at least six years active duty. The six year obligation will usually consist of a four-year enlistment plus a two-year extension.

2. The program is designed to support and supply adequate number of personnel to electronically oriented ratings such as:

AQ, AT, AX, CTM, DS, ET, EW, FTB, FTG, FTM, MT, STG and STS.

3. Ratings in the AEF Program have the following in common:

a. For new enlistees: entry as pay grade E-3.

b. A six year obligation. The six year active duty obligation will consist of a four-year enlistment plus a two-year extension.

c. Guaranteed entry into a designated class "A" school. This is Phase I and includes prerequisite pre-"A" school training, where applicable, e.g., BE&E school, and entry into Phase II ("C" school) training upon satisfactory completion of Phase I training.

d. Automatic advancement to pay grade E-4 upon successful completion of class "A" school (Phase I) training provided eligibility is maintained to continue in the program.

(1) If a trainee is unable to complete class "A" school (Phase I) training, the two-year enlistment extension is canceled and the trainee goes to the fleet as a four-year enlistee at pay grade E-3.

(2) If the trainee is unable to complete advanced training (Phase II) and has been advanced to pay grade E-4, the trainee is made available for general

assignment in rating at pay grade E-4, and will have to serve five years plus the appropriate payback for the amount of advanced training received not to exceed a total of six years.

e. Females may be enlisted in the AEF Program under the provisions of COMNAVCRUITCOMINST 1130.8 series (CRUITMAN-ENL).

4. Submarine volunteers will be accepted in the DS, ET, FTG, FTB, STS, and MT ratings only.

5. The AEF Program eligibility criteria may be utilized by naval administrative commands, training activities and recruiting activities. In addition, unique information pertaining to recruiting activities may be found in COMNAVCRUITCOMINST 1130.8 series (CRUITMAN-ENL).

6. AEF training is conducted at various sites throughout the country. Normal training path is as follows:

a. During basic recruit training, the AEF candidate is screened and classified into one of the program ratings (AQ, AT, AX, CTM, DS, ET, EW, FT, ST or Polaris/Poseidon (PE), according to his or her capabilities and the needs of the service. PE includes (ETN, FTB, MT).

b. Personnel in the AEF Program (less PE) are required to attend Basic Electricity and Electronics (BE&E) school for a period of four to eight weeks prior to entry into class "A" school.

c. The AEF trainee attends class "A" school training (Phase I training) which varies in length depending on the rating. The curricula are basic to the rating and not specialized for the AEF Program. Phase I training for STS and PE will include basic submarine school.

d. AEF trainees who successfully complete the class "A" school for their particular rating will attend Phase II and/or class "C" schools.

Phase II training for submarine volunteers will include basic submarine school for ratings other than STS and PE.

e. The specific training path for each rating is contained in chapter 7 of the Enlisted Transfer Manual.

7. All AEF trainees are assigned according to the needs of the Navy with individual desires taken into account when possible.

8. Commands and activities involved in the screening and selection of AEF candidates must ensure that only qualified persons who have been thoroughly briefed concerning the rigid academic and